

3.6 Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the legitimate business interests of the County. A conflict of interest exists when the employee's loyalties or actions are divided between the County's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the Human Resources Manager for clarification. Any exceptions to this guideline must be approved in writing by the County Administrator.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- 1) Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
- 2) Working for a competitor, supplier, or customer;
- 3) Engaging in self-employment in competition with the County;
- 4) Using proprietary or confidential County information, such as County trade secrets, for personal gain or to the County's detriment;
- 5) Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
- 6) Using County property or labor for personal use;
- 7) Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the County;
- 8) Committing the County to give its financial or other support to any outside activity or organization;
- 9) Developing a personal relationship with a subordinate employee of the County or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting the County or any employees of the County.

If an employee or someone with whom an employee has a close relationship (e.g., a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the Human Resources Department. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist, which requires full disclosure to the County.

Part-time employees may engage in outside employment, provided that they disclose such employment and get written approval from their immediate supervisor if there is a conflict of interest.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including termination of employment.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

Outside Employment

The County recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Alpena County is prohibited. ~~The County recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest.~~ Any outside employment, regardless of actual or suspected conflict, that will conflict with

~~your duties and obligations to the County should must~~ be reported and approved upon hire or in advance of beginning such employment to your Department Head, if they are an elected official. If your Department Head is not an elected official, you must report outside employment to the County Administrator. Failure to adhere to this policy may result in discipline up to and including termination. This policy applies to every employee who is either not subject to a collective bargaining agreement or to the extent there is no outside employment policy in place in an applicable collective bargaining agreement, and to the extent permitted by applicable law.

3.7 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 prior to their first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Alpena County. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Department Head.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the County.

It is your obligation to provide Alpena County with your current contact information, including current mailing address and telephone number. Inform the County of any changes to your marital or tax withholding status-and complete new forms-if you move. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Human Resource Department.

3.8 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Alpena County. It is your obligation to inform the County of any such potential conflict so the County can determine how best to respond to the particular situation.

Non-Fraternization

In order to promote the efficient operation of the County's business and to avoid misunderstandings; complaints of favoritism; other problems of supervision, security and morale; and possible claims of sexual harassment, managers and supervisors are discouraged from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. Employees who violate this guideline may be subject to discipline, up to and including termination of employment.

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3.9 Employment Applications

The County relies upon the accuracy of information provided by an applicant in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission by an applicant in any of this information or data may result in revocation of any offer or immediate termination of employment, regardless of when it is discovered.

3.10 Job Descriptions

Alpena County attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Department Head.

Job descriptions prepared by the County serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the County may have to revise, add to, or delete from your job duties per business needs. On occasion, the County may